

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/18/2003	EMS 6/18/2003	EMS 8/19/2008	DGC 8/15/2006

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Revision no. 1

### 4.4.61 Operational Control Procedure

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**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

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**Warning!** The information in this document may be out of date and should be reviewed.

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#### Revision schedule

Rev. no.	Date	Description
	8/10/2004	no changes
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### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the development and implementation of operational controls associated with the City of Williamsburg Public Works and Utilities Department.

### 2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.4.6 Operational Control, of the ISO 14001 1996 standard and covers operations of Public Works and Utilities Department.

### 3.0 RESPONSIBILITIES

- 3.1 The EMS Team is responsible for identifying processes and activities for operational control documentation needs. Following the identification they will be responsible for documenting the selected processes.
- 3.2 The EMS Team will schedule a meeting to reassess the operational control documents (work instructions) on an annual basis, or more frequently if physical or operational changes are made at the Public Works and Utilities Department.
- 3.3 The EMS Team will reassess, on an annual basis, or more frequently as needed, the operational control documents (work instructions) and make any necessary modifications. This review will be documented and attendance recorded (e.g. agendas, sign in sheets, or meeting minutes).

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

### 5.0 PROCESS

- 5.1 Operational controls will be established to provide for the proper management of significant aspects. Operational controls should be in place for situations at the Public Works and Utilities Department where their absence could lead to deviation from the environmental policy, or the objectives and targets.
- 5.2 Processes and activities related to significant aspects will be identified by the Public Works and Utilities Department and the EMS Team. These activities will be assessed for the need of a written procedure to document the process.
- 5.3 Documentation of the operational control for selected processes will be the responsibility of the EMS Team. This responsibility includes the drafting of the work instruction. The work instruction should be written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome. Consideration may be given to the experience, education, and / or training of the person(s) who are executing the instructions. Particular attention will be given to the potential or actual consequences of certain information not being provided.
- 5.4 The EMS Team will reassess the operational control documentation annually or more frequently as needed. To determine whether the documents meet the ISO 14001 1996 standard, operational control requirements.

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- 5.5 All documents pertaining to operational control will follow the document control system in 4.4.52 Document Control.
- 5.6 Communication of operational control requirements (implementation of procedures) will occur through training as detailed in 4.4.22 Training, Awareness and Competence.

#### 6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 Agendas, Meeting Minutes, Sign in Sheets
- 6.2 4.4.22 Training Awareness and Competence
- 6.4 4.4.52 Document Control